

**MINUTES OF THE BOARD OF SUPERVISORS
OF MADISON COUNTY, MISSISSIPPI**

REGULAR MEETING OF SEPTEMBER 30, 2025
Adjourned from a meeting conducted SEPTEMBER 15, 2025

BE IT REMEMBERED that the regular meeting of the Board of Supervisors of Madison County, Mississippi was duly convened, held and conducted on September 30, 2025 in the Board Room on the first floor of the Madison County Office Complex, 125 West North Street, Canton, Mississippi, as follows, to-wit:

The President of the Board, Gerald Steen presided and called the meeting to order. The following members were present that day:

Present:
Supervisor Casey Brannon
Supervisor Gerald Steen
Supervisor Karl Banks
Sheriff Randy Tucker

Absent:
Supervisor Trey Baxter
Supervisor Paul Griffin
Chancery Clerk Ronny Lott

Also Present:
County Administrator Greg Higginbotham
Board Attorney Mike Espy
Board Secretary/Chief Deputy Chancery Clerk Gena Permenter
Counsel and Deputy Chancery Clerk Andy Clark

The President of the Board announced that the members of the Board present constituted a quorum and declared the meeting duly convened. Gerald Steen opened the meeting with a prayer and Will Sligh led the members and the audience in the Pledge of Allegiance to the Flag of the United States of America.

In re: Approval of Consent Agenda Items

WHEREAS, the Board President did explain that any Supervisor could, in advance of the call of the question, request that any item be removed from the Consent Agenda, and

Mr. Banks did offer and Mr. Steen did second a motion to take the following actions on the Consent Agenda:

1. **HR - Approve Personnel Matters (Attached as Exhibit A)**
2. **B&G - Approve Use of Rogers Park – Small**
3. **COMP - Approve MegaSite Alliance Fire Protection District Per Diem and Authorize Payment**
4. **COMP - Declare Property as Surplus and Authorize Disposal**
5. **COMP - Reinstate Property Previously Declared Surplus**
6. **CountyCrt - Acknowledge County Court Order for Reimbursement to Youth Court Prosecutor - Lindsey Herr (Attached as Exhibit B)**
7. **CountyCrt - Approve Electronic Monitoring At Will Service Agreement with A2i/AEM, LLC and Madison County Board of Supervisors and Authorize Board President to Execute (Attached as Exhibit C)**

President's Initials: _____

Date Signed: _____

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- 8. PC - Approve Purchase of Items from Amazon - County Court
- 9. PC - Approve Purchase of Items from Amazon - Family Drug Court
- 10. PC - Approve Purchase of Incentive Gift Cards - Family Drug Court
- 11. PC - Approve Purchase of Incentive Gift Cards and Leather Book Cover from Amazon - Juvenile Drug Court
- 12. PC - Approve Purchase of Items from Amazon - Juvenile Drug Court
- 13. TA - Approve Travel and Related Expenses for 2025 MACA Fall Conference and IAAO Fall Workshop / Nicole Flanagan / October 27-30, 2025 / Oxford, MS

The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

the matter carried by the unanimous vote of those present and each item was and is hereby approved, adopted, and authorized as described herein above.

SO ORDERED this the 30th day of September, 2025.

In re: Approval to Ratify Emergency Declaration

At the request of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Brannon did second a motion to ratify the Emergency Declaration, attached as **Exhibit D**, related to the fire alarm at the Madison County Detention Center. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

the matter carried by the unanimous vote of those present and said emergency declaration was and is hereby ratified.

SO ORDERED this the 30th day of September, 2025.

In re: Authorization to Advertise

At the request of County Administrator Greg Higginbotham, Mr. Steen did offer and Mr. Banks did second a motion to authorize advertising for a receptionist/receiving clerk. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

President’s Initials:_____

Date Signed:_____

the matter carried by the unanimous vote of those present and said advertising was and is hereby approved.

SO ORDERED this the 30th day of September, 2025.

In re: Authorization of Travel Expenses

At the request of County Administrator Greg Higginbotham, Mr. Brannon did offer and Mr. Banks did second a motion to authorize travel expenses for Myrtis Hawkins and Minor Norman to attend the EMSOF Grant Training on October 1, 2025 in Pearl, Mississippi. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

the matter carried by the unanimous vote of those present and said travel expenses were and are hereby authorized.

SO ORDERED this the 30th day of September, 2025.

In re: Authorization of County Administrator & Board Attorney

At the request and recommendation of County Administrator Greg Higginbotham, Mr. Banks did offer and Mr. Brannon did second a motion to authorize County Administrator and Board Attorney to execute any and all documents related to the Opioid settlements. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

the matter carried by the unanimous vote of those present and County Administrator and Board Attorney were and are hereby authorized.

SO ORDERED this the 30th day of September, 2025.

In re: Approval of Budget Amendments & Interfund Cash Transfers

At the request and recommendation of Comptroller Na’Son White, Mr. Steen did offer and Mr. Banks did second a motion to approve the Madison County Budget Amendments & Interfund Cash Transfers, attached as **Exhibit E**. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye

President’s Initials:_____

Date Signed:_____

Supervisor Paul Griffin

Absent

the matter carried by the unanimous vote of those present and said budget amendments and interfund cash transfers were and are hereby approved.

SO ORDERED this the 30th day of September, 2025.

In re: Approval of Claims Docket & Payroll Dockets

At the request and recommendation of Comptroller Na’Son White, assuring the Board of Supervisors that all claims had been properly documented and where necessary, purchase orders were obtained in advance as required by law, Mr. Banks did offer and Mr. Brannon did second a motion to approve the following:

- (1) General Claims Docket
- (2) Payroll Docket 1 - September 25, 2025
- (3) Payroll Docket 2 - September 25, 2025

WHEREAS, the following is a summary of all claims and funds from which said claims are to be paid relative to the primary claims docket:

Fund	Claim Nos.	No. of Claims	Amount
001	4176 to 4303	128	1,139,934.46
012	170 to 174	5	24,376.46
014	1 to 1	1	67,836.39
015	86 to 87	2	217,965.93
030	44 to 45	2	9,117.56
095	17 to 17	2	37,848.08
097	112 to 115	4	7,531.52
104	44 to 44	1	1.47
105	97 to 99	3	248,401.68
113	9 to 9	1	14,964.00
115	214 to 222	9	7,270.58
116	11 to 11	1	16,068.84
117	11 to 11	1	200.11
118	10 to 10	1	837.78
119	11 to 11	1	990.16
120	9 to 9	1	385.16
121	11 to 11	1	104.17
122	11 to 11	1	749.76
125	24 to 24	1	43.01
137	17 to 17	1	15,233.80
150	690 to 725	36	140,924.96
151	92 to 93	2	227,808.00
160	65 to 65	1	1,497.85
170	25 to 28	4	43,301.26
185	94 to 95	2	1,657.05
186	82 to 84	3	1,679.64
187	64 to 65	2	143.96
190	89 to 89	1	54.96
191	160 to 162	3	16,163.81
331	29 to 29	1	958,718.09
341	13 to 13	1	3,666.77
348	19 to 19	1	1,637.58
349	7 to 7	1	15,000.00
351	107 to 117	11	590,386.74
352	34 to 34	1	311,245.82

President’s Initials:_____

Date Signed:_____

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353	2 to 2	1	864,077.88
655	12 to 12	1	80,388.85
664	12 to 12	1	700.00
672	12 to 12	1	1,301.50
675	12 to 12	1	4,552.50
690	12 to 12	1	33,852.89
691	12 to 12	1	50,796.50
697	31 to 31	1	444.85
698	32 to 32	1	341.01
699	31 to 31	1	15.87
TOTAL ALL FUNDS		247	5,160,219.26

and further directed the Chancery Clerk to publish the Summary of Claims as required by law and approve the Claims Docket approving payment of said claims, found in the Miscellaneous Appendix to these Minutes. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

the matter carried by the unanimous vote of those present and said General Claims Docket and Payroll Dockets 1-2 were and are hereby approved and the Chancery Clerk was and is instructed to issue pay warrants accordingly.

SO ORDERED this the 30th day of September, 2025.

***In re: Adoption of Final, Amended Budget for
Fiscal Year Ending September 30, 2025***

At the request and recommendation of Comptroller Na’Son White, Mr. Steen did offer and Mr. Banks did second a motion to **(1)** amend the 2025 budget to the final actual receipts, including beginning cash as budgeted, as shown on the General Ledger Budgeted Receipts Report after posting of all transactions for the fiscal year ending September 30, 2025, and **(2)** amend the 2025 budget to the final actual expenditures as shown on the General Ledger Budgeted Expenditures Report (summarized by Category – personal services, contractual services, etc.), after payment and posting of all approved claims, and payrolls for the fiscal year ending September 30, 2025. The vote on the matter being as follows:

Supervisor Casey Brannon	Aye
Supervisor Trey Baxter	Absent
Supervisor Gerald Steen	Aye
Supervisor Karl Banks	Aye
Supervisor Paul Griffin	Absent

the matter carried by the unanimous vote of those present and said 2025 budget was and is hereby amended.

SO ORDERED this the 30th day of September, 2025.

President’s Initials:_____

Date Signed:_____

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THERE BEING NO FURTHER BUSINESS to come before the Board of Supervisors of Madison County, Mississippi, upon motion duly made by Supervisor Banks and seconded by Supervisor Brannon and approved by the unanimous vote of those present, the September 30, 2025 meeting of the Board of Supervisors was adjourned until October 6, 2025 at 9:00 a.m.

Gerald Steen, President
Madison County Board of Supervisors

Date signed: _____

ATTEST:

Ronny Lott, Chancery Clerk

President’s Initials: _____
Date Signed: _____

President's Initials:_____

Date Signed:_____